

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	2672	B. Billet Title	Researcher/IRC Dive Center Coordinator
C. Grade Requested	O2 - LTJG	D. Type of Submission	PROPOSED NEW BILLET - REVIEW IN 2017
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA Daniel K. Inouye Regional Center	B. Street Address	1845 Wasp Blvd., Bldg. #176				
C. City	Honolulu	D. State	Hawaii	E. Country	United States	F. Zip Code	96818
G. Office	+1 (808) 725-5000	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Noriko Shoji	2. Position	Science Operations Lead	3. Grade	ZP IV		
4. Email	Noriko.Shoji@noaa.gov	5. Office	+1 (808) 725-5331	x		6. Mobile	+1 (808) 265-3836
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Michael Seki	2. Position	Deputy Director	3. Grade	ZP V		
4. Email	Michael.Seki@noaa.gov	5. Office	+1 (808) 725-5393	x		6. Mobile	+1 (808) 224-8171
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Carl Newman	2. Position	Fisheries Executive Officer	3. Grade	O6		
4. Email	Carl.E.Newman@noaa.gov	5. Office	+1 (301) 427-8060	x		6. Mobile	+1 (301) 325-7930

### SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank.

A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office	NMFS	2. Office, Center, or Lab	Pacific Islands Fisheries Science Center		
3. Division	Director's Office	4. Branch		5. Section or Team	

B. NOAA Goal/Subgoal	Ecosystem/EOP	C. Program	PIFSC
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D. NOAA Org. Code	F/PIC	E. NFC Org. Code		F. Project/Task	
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## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The incumbent will serve as a researcher and Dive Center Coordinator for the Pacific Islands Fisheries Science Center (PIFSC) headquartered in Honolulu, Hawaii. PIFSC's primary responsibility is to conduct quality and timely ecosystem science to support the stewardship of fisheries, protected species, and coral reef conservation in the central and western Pacific.

As a PIFSC researcher, the incumbent will work closely with a Center principal investigator on a specific project, which will be determined based on interest, background, and aptitude. Projects may involve multidisciplinary ecosystem research aimed to help better understand ecosystem dynamics, impacts, and responses to natural and anthropogenic perturbations. Duties will include project planning, field data collection and analysis, operation and maintenance of scientific equipment, as well as scientific writing and editing.

As a Dive Center Coordinator for PIFSC, the incumbent will work closely with PIFSC principal investigators and the Center's Dive Unit Sup. Duties will include: Maintaining and building the dive center's systems: compressors, pumps, tanks and safety gear (O2 kits, First Aid kits). Assisting in safety inspections, both annual and tri-year Dive Unit Safety Assessment (DUSA). Assisting in dive training from certifying NOAA divers, specialty training such as Specialized Task Endorsements (STEs: Marine Debris, Lift Bag Ops), survey techniques, decompression diving and the annual fitness test and dive safety review.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

- Assist in the logistics and execution of field research activities.
- Participate operational risk assessment and field logistic activities.
- Conduct analysis, prepare graphs, and assist with drafting administrative reports.
- Prepare presentations for meetings and participate in meetings, conferences, and symposia.
- Participate as a scientist and/or Operations Lead on research cruises of 1-30 days duration.
- Ensuring the dive center facility is kept in good, operating condition.
- Act as an interface for the dive center facility to users and managers.
- Manage the fiscal responsibilities of the dive center.

### 6B. Division of Duties and Responsibilities, Total Must = 100%

Technical  + Operational  + Leading and Managing  + Executive Leadership  = 100%

**SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)****6C. Resources Managed****1. Human**Does the Officer supervise personnel? ☒ Yes ☐ No Number of personnel supervised Grades of supervised personnel Will the Officer lead people, but has no supervisory responsibilities? ☐ Yes ☒ No Number of personnel led Grades of personnel led **2. Fiscal**Will the Officer have budget responsibility?  Dollar Amount (K) **3. Assets - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):**

Dive Compressors

**SECTION 7 - LEADERSHIP PREREQUISITES**

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

## SECTION 8 - OPERATIONAL PREREQUISITES

### A. Marine Prerequisites

- ☒ Officer of the Deck   ☐ Senior Watch Officer   ☐ ECDIS   ☐ Dynamic Positioning   ☒ Boat Deployment   ☐ MedPIC
- ☐ Coxswain/OIC   ☐ HAZWOPER   ☐ AUV Deployment   ☐ U/W UAS Deployment   ☐ Buoy/Mooring Qualified
- ☐ Trawl Qualified   ☐ Longline Qualified   ☐ Hydro Launch PIC   ☐ Foreign Port Calls

### B. Aviation Prerequisites

- ☐ Co-Pilot   ☐ Pilot   ☐ Aircraft Commander   ☐ Mission Commander   ☐ Instructor Pilot   ☐ Hurricane Qualified
- ☐ Alaska/Wilderness Qualified   ☐ Flight Meteorologist   ☐ International Flights   ☐ UAS Pilot

### C. Dive Prerequisites

- ☐ Scientific Diver   ☒ Working Diver   ☐ Advanced Working Diver   ☐ Master Diver   ☐ Dive Master   ☐ Dive Medic
- ☐ Unit Diving Supervisor

### D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Certified Technical Diver preferred  
CPR, First Aid and Oxygen Administration

## SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

- 1) B.S. in marine biology, fisheries, oceanography, or related field preferred.
- 2) Demonstrated skills to produce effective written reports and oral presentations.
- 3) Experience with laboratory and field techniques commonly used in fisheries and/or biological oceanographic research.
- 4) Knowledge of small boat safety and operations.
- 5) Knowledge of autonomous vehicles (AUV) and/or other advanced technologies preferred.
- 6) Knowledge of common computer software programs used in statistical analysis of data and preparation of scientific publications.

## SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering
Leading Organizations		
Leadership Development Comments (Optional)		

## SECTION 11 - OPERATIONAL DEVELOPMENT

<b>A. Marine Development</b> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
<b>B. Aviation Development</b> <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<b>C. Dive Development</b> <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
<b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b> NOAA Divemaster certified possibly NOAA Dive Instructor certified Operational Risk Assessment/Management Time Management

## SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Contracting - COTR

Scientific - databases, GIS, project management

Regulatory - Controlled Technologies

Leadership - Team Coordination Training principles, Adult Learning Principles, Leadership Skills

## SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

This assignment will provide the incumbent with an excellent opportunity for professional growth through the development of sound project management skills, as well as continued development of operational skills. The hands on experience with cross discipline research will be a valuable towards developing an understanding of the types of information needed for ecosystem approaches to management.

The incumbent will also have ample opportunity to continue to refine operational skills the IRC Dive Center Coordinator, ensuring PIFSC dive assets are fully functional and ready for operations and all requisite records (personnel training, boat inspections, maintenance, etc) are accurately maintained. Additional opportunities include: participation in a research project will be available that will enable the incumbent to be involved in all aspects of research, from the design and planning stage to the implementation of data collection to the analyses and final output generation. As well as opportunities to expand dive proficiencies and possibly gain instructor credentials.

## SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

### A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature Digitally signed by SHOJI.NORIKO.LEANN.1285928148  
Date: 2014.07.16 09:20:14 -10'00'

2. Date 2014-07-16

3. Name Noriko Shoji

4. Title/Position PIFSC Science Operations Lead

### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature Jeffrey Polovina  
Digitally signed by Jeffrey Polovina  
DN: cn=Jeffrey Polovina, o=ou,  
email=jeffrey.polovina@noaa.gov, c=US  
Date: 2014.07.16 14:08:15 -10'00'

2. Date 2014-07-16

3. Name Michael Seki

4. Title/Position PIFSC Deputy Director

### C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature

CAPTAIN  
Carl E. Newman, NOAA

2. Date 2014-07-16

3. Name CAPT Carl Newman

4. Title/Position NMFS Executive Officer

### D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend Approval of this billet."

1. Signature

Kurt Ziegowitz, CDR

2. Date 2014-07-23

3. Name KURT ZIEGOWITZ, CDR

4. Title/Position CHIEF, CCMD

### D. Director, NOAA Corps Endorsement

"I am the \_\_\_\_\_ and I \_\_\_\_\_ this billet."

1. Signature

2. Date

3. Name

Director NOAA Corps

4. Title/Position

Director NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)